



CALIFORNIA YOUTH SYMPHONY

Position Title: Operations Coordinator

Position Type: Non-Exempt

Reports to: Executive Director

Salary: \$23 - \$27 DOE

Hours: Full-time

Location: Hybrid

POSITION SUMMARY

The California Youth Symphony (CYS) seeks a self-motivated and positive individual to join our dynamic team. As the Operations Coordinator, you will provide critical support for production logistics, educational initiatives, and overall operations, ensuring everything is executed to the highest standards of safety and artistic excellence. This is a full-time, hourly, non-exempt role limited to 40 hours per week. **Candidates must be available for weekly rehearsals and concerts on Sundays throughout the season** (typically running from September to early December, and January to early June). The ideal candidate is highly detail-oriented and thrives when managing multiple responsibilities simultaneously.

PRIMARY DUTIES AND RESPONSIBILITIES

- Production logistics associated with rehearsals, concerts, auditions, and events
- Maintain relationships with Artistic Directors, parents, and students
- Manage student record database
- Coordinate and collaborate with parent volunteers
- Generate artist contracts
- Assist in managing the CYS website and social media accounts
- Create CYS Newsletters
- Other duties as assigned

QUALIFICATIONS

- Minimum 1-2 years of experience in non-profit or arts administration
- Knowledge of classical music preferred
- Experience working with Google Workspace and Adobe; familiarity with Salesforce is a plus
- Excellent interpersonal skills
- Comfortable handling multiple tasks simultaneously and be a problem solver
- Flexibility to work evenings and weekends for rehearsals, performances, and events
- Ability to handle confidential information

BENEFITS

This is a hybrid position based in Palo Alto with in-person and virtual responsibilities. California Youth Symphony offers a generous vacation/benefits package including medical, dental, vision, and disability. CYS is an equal opportunity employer.

WORK ENVIRONMENT:

- Ability to lift and carry up to 20 pounds occasionally
- Periodically ascend/descend stairs

ABOUT CALIFORNIA YOUTH SYMPHONY

Founded in 1952, CYS has grown from a single orchestra to seven ensembles, currently serving over 400 young musicians representing nearly 100 Bay Area schools. Our international tours for young people have earned rave reviews from critics and audiences alike. We offer educational outreach events to the community at no cost. For more information, visit www.cys.org.

To Apply: Please send a cover letter and resume to kiri@cys.org. Materials will be reviewed as they are submitted; qualified applications will be contacted. Open until filled.